

TITLE: Students with Exceptionalities Curriculum Specialist (FLSA: Exempt)

Design and Evaluation – Assumes responsibilities for the design and evaluation of designated program services

- Develops personal goals and performance objectives to insure and develop effective leadership.
- Develops and implements goals and objectives for program services.
- Reviews policies, procedures and practices used in the program and services and initiates changes which will better meet the needs of the students.
- Assists in orientation, induction and training of new personnel.
- Develops teaching strategies to implement curricula.

Leadership - Assumes leadership in directing learning activities of students who are receiving program services

- Provides continuing inservice training to facilitate teachers with their work.
- Keeps informed of current research and information as related to program.
- Works with school personnel and community members to maximize the efficiency of services.
- Displays mastery of skills and knowledge necessary to implement program services effectively.
- Assists in the selection and assignments of appropriate personnel for effective school program.
- Promotes professionalism and communicates the value of education.
- Advocates for the needs of exceptional children.
- Performs classroom demonstration
- Assists with the development of curriculum guides.

Management - Initiates practices designed to maintain an adequate learning environment

- Coordinates all aspects of program with supervisor.
- Serves as resource person in assisting staff
- Assists in collecting, processing and utilizing resource materials, and keeping school personnel informed of current trends and developments in content fields and instructional methods.
- Performs other job related activities assigned by the Director of Students with Exceptionalities or designee.

Student Services - Initiates practices designed to promote the success and well being of students

- Coordinates instructional practice in order to provide for individual differences.
- Exhibits sensitivity, empathy and understanding when dealing with students.
- Attends individualized program meetings for students.
- Coordinates professional growth activities to enhance personnel’s abilities to provide appropriate learning opportunities for exceptional students.
- Analyzes pupil progress and teaching methods.

School-Community Relations - Initiates practices designed to provide effective school-community relations

- Communicates with parents and teachers in order to provide optimum benefits for students and families
- Work cooperatively with parents, administration and staff to insure the most effective programming for students.
- Coordinates activities to improve rapport between program, schools and community.
- Provides technical assistance to principals, teachers and staff in program area.

Professional Development - Plans for professional self-development

- Uses evaluation to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

Minimum Qualifications

- United States citizen or authorized alien;
- Valid LA Teaching Certificate or Ancillary Certificate
- Certified in at least one area of Special Education or appropriate Ancillary Certificate
- Five years successful teaching experience in the appropriate area, three (3) of which must be during the five (5) year period immediately preceding appointment to the position, and must possess human relations and communication skills.
- Masters Degree preferred
- Physical and mental stamina and ability to perform job functions, task and duties.

Terms of Employment: Eleven Months

Reports to: Director of Students with Exceptionalities or designee

Job Goal: To develop ways in which the school’s and district’s objective may be better achieved in the content field, by creating and maintaining superior standards of teaching and learning. This is not a supervisory position.

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee’s Employee Identification Number: _____

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.